

BOARD OF DIRECTORS MEETING
Monday, October 21, 2013, @ 1:00 PM
Minutes

Attendees: Bill Hansen, President
Merlyn Carlson, Vice President
Mike Trent, Secretary
Susan Lewis, Treasurer

Dave Poling
Al Gervenack
Chuck Reott

Connie Scott, Executive Director

Absent: Bob Goltz

- | | |
|---|---------------|
| 1. Call to order, pledge to flag | Bill Hansen |
| 2. Establish a quorum | Bill Hansen |
| 3. Welcome to PORA members, guests, and press | Bill Hansen |
| 4. Minutes of September 16, 2013, approved as written | Bill Hansen |
| | |
| 5. PORA Membership July 31, 2013- | 12,231 |
| PORA Membership for September 30, 2013 - | <u>12,351</u> |
| PORA Membership in fiscal year - net gain | 120 |
| PORA Membership one year ago September, 2012 - | <u>12,201</u> |
| PORA Membership one year ago – net gain | 150 |
| | |
| 6. Presidents Report | Bill Hansen |
| | |
| 7. Executive Director's Report | Connie Scott |
| <u>Administration</u> | |
| • The windows have been cleaned inside and outside on the building. | |
| • President Hansen and I met with the TORCH Committee along with other non-profit organizations in Sun City West to form a committee involving the managers/executive directors from each organization to try to establish a closer working relationship and healthier communication between all organizations for our community. There will be a meeting next week at Benevilla to establish guidelines. | |
| • The Farmers Market was a huge success and attendance was beyond all of our expectations. We are planning on changing the hours to 9:00 a.m. until noon since most visitors were there early in the morning. | |
| • The TORCH session held at PORA on Thursday, October 17 th was the best session we have sponsored to date. The participants were interested, attentive, and had a sense of humor. | |
| • Newcomers Coffee will be held in the Rec. Centers Social Hall on R.H. Johnson, Thursday, October 31 st at 9:00 a.m. | |
| • Terry Taylor and I attended a CC&R presentation by West Valley Homeowners Association. It was very informative to learn that the CC&R Department is performing according to requirements of general CC&R rules and regulations. | |
| <u>CC&Rs</u> | |
| • The CC&R Department investigated 149 properties in September and they have 86 open cases. | |
| • Terry Taylor presented the CC&Rs to real estate agents on October 11 th and both the morning and afternoon attendance was favorable. | |
| <u>Membership</u> | |
| • Front office had 1,155 calls and walk-ins in September; 184 more than last month. | |
| • They received \$510 in donations for the month. | |
| • Our volunteer, Ellie, continues to update the white pages of the Sun City West phone book. | |
| • Another volunteer, Georgie, continues to call members who have not renewed. | |

Consumer Services

- Consumer Services received 809 calls and walk-ins in September.
- They received 20 compliments on vendors and have no unresolved complaints.

Visitors Center

- There were 572 visitors for the month of September which is much lower than previous years.
- 59 Homes were sold in Sun City West during the month of September.
- To date the income collected from realtor room rentals is \$2,005.

Marketing

- Overall income through the Marketing Department for the month of September was a nice increase over last year, showing \$13,075 compared to \$10,222 in 2012. Thus far their income for the first three months of this fiscal year is \$34,064.00, which is a 59% increase over the same three- month period of 2012.
- The Marketing Department is gearing up for the Vendor Expo to be on March 1, 2014, and next month they will begin to sell ads for the PORA Adult Learning spring catalog.
- The new PORA website was introduced this week to the public. We have had many compliments on the design layout.

PORA Adult Learning

- The coordinators are pleased with on-line registration and the ability to print and email invoices to students is a bonus of the software.
- A full report will be given by Director Poling.

A11 Other Activity

8. Financial Reports:

Susan Lewis

The numbers below reflect First Quarter 2013-2014 year. Below is a snapshot of the top sources of income, total expense and net income vs. 2012 numbers.

Source	2013 Actual Income	2012 Actual Income	% Increase/ Decrease
Revenue:			
Bingo	\$48,690	\$51,910	- 5.6%
Membership	\$19,254	\$19,092	+0.8%
Business Services	\$26,571	\$22,825	+14.0%
Adult Learning	\$10,725	\$ 410	+2500%
Total Revenue	\$133,996	\$119,784	+10.6%
(The Total Revenue reflects the revenue stream from all sources. Above are the top 4 sources only.)			
	2013 Actual Expense	2012 Actual Expense	% Increase/Decrease
Total Expense	\$133,996	\$120,593	+10.8%
Net Income	\$317	(\$809)	

Cash Assets:

BMO Harris Operating Account	\$ 25,521.85
BMO Harris Money Market Sav's	61,541.31
Mutual of Omaha Sav's	85,189.56
BMO Harris CD's (4)	183,888.08
US Bank CD	31,996.70
Mutual of Omaha CD	88,047.63
BMO Harris Bingo Account	31,453.13

Total Cash Assets \$ 507,638.26 2012 Cash Assets \$410,187.39

Motion: by Merlyn Carlson to approve the Financial Report as written was seconded and passed unanimously.

STANDING COMMITTEE REPORTS

9. **Bingo** Mike Trent
Number of Weeks Played 4
Number of Players 1,211 Avg: 303
Total in Checking Account as of: 8/31/2013 \$32,212.03
Income: \$ 17,738.00
Expenses: \$ 18,496.90
Total in Checking Account as of: 9/30/2013 \$31,453.13
10. **Governmental Affairs/Utility Rates** - report attached Bill Hansen
11. **PORA Adult Learning** Dave Poling
We are at 75% of our target enrollment for students and 77% of our target for revenue. Students are still signing up for fall classes. We have \$11,755 in revenue, which is ahead of last year.
12. **Luke Air Force Base** Mike Trent
I attended the last Luke West Valley Council meeting; the first F-35 should be arriving in January 2014. By August and September Luke should have 14 F-35's.
13. **Marketing**- none Bob Gooltz
14. **Membership - Interim** - report attached Bill Hansen
15. **Northwest Liaison** Al Gervenack
I filled in for Merlyn Carlson at the last Northwest Valley Community Transportation Stakeholders meeting. One interesting statistic I received from the meeting was regarding the Northwest Valley Dial-A-Ride green cabs, in one month SCW used the green cabs only 14 times. In the same month SC used the green cabs 583 times, El Mirage 71, and Youngtown 78.
16. **Transportation & Water** Merlyn Carlson
Traffic Safety meeting:
 - The El Mirage and Bell Rd. south side of the intersection project will be starting soon.
 - Traffic light at Granite Valley and Dachtler sequence has been adjusted.
 - MCDOT doing crack seal & slurry seal projects.
 - Debbie Lesko is drawing up some new golf cart safety legislation in hopes of clarifying.
 - How to finance the speed monitoring sign.**Water meeting:**
 - Meet every other month next in November.
 - EPCOR updating lines.
 - ACC possible rate increase for EPCOR.
 - Low income assistance now available to Sun City West residents.
 - EPCOR has had some billing issued.
17. **Special Assignments** Chuck Reott
I have put together a proposal on employees working extra hours such as Farmers Market and other PORA events held on Saturday or Sunday.

NEW BUSINESS

18. Rate increase for Business & Professional vendors. Bill Hansen

Motion: by Merlyn Carlson to increase the rates for businesses was seconded and passed unanimously.

19. PORA Administrative office will be closed Veterans Day. Bill Hansen

20. Approve Bingo Donation List for 2013 in the total amount of \$21,000 Mike Trent
SCW Community Fund \$5,000.00
SCW Prides \$3,000.00
SCW Posse \$3,000.00
SCW Meals on Wheels \$3,000.00
RH Johnson Library \$2,000.00
Valley View Community Food Bank \$2,000.00
Peter Omni Handicapables \$1,000.00
Benevilla \$1,000.00
SC 4 Paws Rescue Inc. \$1,000.00

Motion: by Susan Lewis to approve the Bingo donations was seconded and passed unanimously.

21. Increase fees on Visitors Center Realtor's rental office was discussed. Bill Hansen

22. Appointed Al Gervenack to attend the Citizens Corps Council. Bill Hansen

23. Board resolution to request an officer or another Bill Hansen
specifically named lay person of Sun City West Property Owners and
Residents Association to represent Sun City West Property Owners
and Residents Association as an intervener on
Docket NO.E-01345A-13-0248 APS Net Metering Cost Shift solution.

Motion: by Merlyn Carlson to accept the resolution as written was seconded and passed unanimously.

24. Next Meeting November 18, 2013

25. Comments from Board of Directors
Al Gervenack likes the new PORA website.

26. Comments from PORA members, press or visitors

27. Adjournment 2:13 p.m.

Executive meeting immediately following the regular meeting.

By: Mike Trent
Mike Trent, Secretary

Date: 11/18/13